



Pension Administrator



■ THE COMMUNITY & CITY

Nicknamed the Old Pueblo, Tucson is Arizona's second largest and oldest city blending Indian, Spanish, Mexican and Anglo heritages. The Sonoran Desert surrounds the city with majestic mountain ranges and lush desert valleys. Nearly one million Tucsonans enjoy as many as 350 days of sunshine each year and average temperatures of 83 degrees. No matter what you love to do outdoors, with twenty-seven thousand acres of park land, there are many beautiful places to hike, climb, bike, ride and camp. The southern Arizona region is ranked as one of the five best areas in the United States for bird watching. Golfing is available year-round with over forty public and private golf courses. The mild winters are enjoyable, but if you are missing a little of that northern winter chill you can experience the snow covered slopes on Mt. Lemmon only an hour away.

The City operates under a Council-Manager form of government and provides the following services to the community: General Government, Police, Fire, Environmental Services, Transportation, Golf, Parks and Recreation and Water. The City's budget is developed annually under the direction of the City Manager, using Mayor and Council budget policies. The Fiscal Year 2016 combined total budget for all funds is \$1.367 billion.



■ CITY OF TUCSON RETIREMENT OFFICE

The City of Tucson's Retirement Office oversees the administration of the City's retirement benefits which include a defined benefit plan, 457 deferred compensation plan and 401a defined contribution program. The Tucson Supplemental Retirement System (TSRS) is a single-employer defined benefit plan serving approximately 5,800 members. The plan was established by the City of Tucson charter to provide civilian employees with a supplement to the retirement and disability benefits of the social security system. All TSRS assets are held in a trust, which consists of over \$700 million in investments. The trust is governed by a seven member board comprised of a chairman who is appointed by the Mayor and Council, the City's directors of human resources and finance, two elected employee representatives, an elected retiree representative and one member appointed by the City Manager. Benefit provisions are recommended by the Board of Trustees and must be approved by Mayor and Council.

TSRS reports to the City of Tucson Finance Department and is comprised of four employees: Pension Administrator, Lead Pension Analyst, Pension Analyst and Administrative Assistant. The Finance Department's overarching mission is to provide strong fiscal stewardship through the delivery of high quality financial services that support the operations of the City. Services provided include financial reporting, accounting systems administration, accounts payable, accounts receivable, payroll administration, cash collections and investments, revenue administration, business licensing, tax investigations, tax audit, debt management, pension administration, and risk management. The Finance Director works closely with the Board of Trustees and the Human Resources Director to ensure a high level of customer service to plan members, long-term sustainability of the defined benefit plan as well as employee outreach and education on retirement planning tools, including the 457 and 401a defined contribution options.

■ PENSION ADMINISTRATOR

The City of Tucson is currently seeking a highly motivated qualified individual to fill the Pension Administrator position. This position is responsible for the administration of all retirement benefits offered to civilian employees.

Examples of essential duties may include:

- Lead and coordinate all staff support to the Board of Trustees for the defined benefit plan (TSRS) and deferred compensation plan (457).
- Oversee the process for establishing annual TSRS contribution rates for both employer and employee.
- Manage the TSRS plan's funding policy for long-term sustainability.
- Participates in cash management and projection activities.
- Act as primary liaison to investment consultants, fund managers, actuary, auditors and legal counsel.
- Coordinate the assembly of the TSRS Comprehensive Annual Financial Report.
- Manage daily retirement office operations including payroll administration for approximately 2,700 retirees and support for approximately 2,700 active employees.
- Supervise retirement office staff and maximize employee productivity and morale through hiring, evaluating employee performance, training, managing work flows and setting priorities.
- Ensure that a high level of customer service is provided to plan members who interact with the office by phone, walk-in and by appointment.
- Assist plan members with retirement planning and counseling.
- Coordinate educational outreach through employee orientation and pre-retirement seminars.
- Ensure business continuity in day-to-day operations by documenting standard operating procedures.
- Ensure that operations conform to local, state, and federal governmental regulations and other applicable rules and requirements.
- Support the Finance Director's Office in presenting and communicating information to various stakeholders in the community including elected officials and local boards, responding to public information requests, policy development, problem solving, and strategic planning.

What Makes a Place Great?

Learn more about our beautiful community by watching the Tucson Regional Economic Opportunities video:

www.youtube.com/watch?v=zRkVIPdatPI

■ QUALIFICATIONS

The ideal candidate will possess a strong working knowledge of retirement benefit administration, pension accounting principles, investments and actuarial best practices. In addition, candidates for this position should demonstrate the ability to effectively manage both clerical and professional staff, be committed to developing positive working relationships, demonstrate strong communication skills (oral and written), and lead by example through a strong and supportive work ethic.

Required:

- Bachelor's degree in business, finance, accounting, actuarial science or related field
- Five years or more of full-time experience in pension administration, finance, accounting or related field
- *Four years or more of supervisory experience
**Supervisory experience is defined as supervising at least one permanent full-time employee and does not include supervising part-time employees, non-perms, contractors, interns, etc.*
- Valid driver's license

Highly Desirable:

- Professional certification (CPA, CFA, CFP) or master's degree in related field
- Seven years or more of progressively responsible experience in the management of defined benefit and contribution plans
- Three years or more of progressively responsible experience in retirement benefit administration in a municipal setting

■ COMPENSATION & BENEFITS

The salary range is \$65,041.60 - \$110,385.60 and is dependent upon the qualifications and experience of the successful candidate. The City of Tucson offers employees an excellent fringe benefit package, including a defined pension plan, a voluntary deferred compensation 457 plan and 401(a) plan, health, dental and life insurance, sick and vacation accruals.



■ APPLICATION AND SELECTION PROCESS

To be considered for this excellent career opportunity, you must apply on-line at www.tucsonaz.gov/jobs. In addition, a cover letter with current salary, cover letter and resume must be emailed by December 9, 2015 to:

Marisela Celaya, Lead HR Analyst
City of Tucson Human Resources
E-mail: Marisela.Celaya@tucsonaz.gov
Subject Line Must Read: Pension Administrator

The City of Tucson is an equal opportunity employer that is both child and family friendly, as well as a drug and alcohol free workplace. Diverse candidates are strongly encouraged to apply.

